

**NON-PROFIT EXHIBITOR APPLICATION**  
**2016 HAMPTON BIKE WALK EVENT**  
**CAROUSEL PARK**  
**SATURDAY, SEPTEMBER 24, 2016, 8am-12noon**



ORGANIZATION NAME:	
CONTACT NAME:	
MAILING ADDRESS:	
PHONE(S):	
e-ADDRESS:	
NON-PROFIT STATUS:	
ON-SITE CONTACT NAME AND PHONE, IF DIFFERENT THAN ABOVE:	

EXHIBIT/DISPLAY DESCRIPTION:		
EQUIPMENT REQUEST:	<input type="checkbox"/> Number of 6' Tables Requested	<input type="checkbox"/> Number of Folding Chairs Requested
ELECTRICITY REQUEST:	<input type="checkbox"/> Yes, I need Electricity to Display	<input type="checkbox"/> No, I do NOT need Electricity

"I have read and understand the rules and regulations for the Hampton Bike Walk Event as shown in the "Exhibitor Guidelines" attached. On behalf of myself and my organization, I agree to hold harmless the City of Hampton from any and all claims, including loss or damage to person or property. I further understand that I may be asked to leave the Event and/or lose future participation privileges for my organization if Event Staff deems I have misrepresented myself and/or my exhibit, or if I, or my assigns, do not abide by the regulations of the Event."

\_\_\_\_\_  
 Signature of Responsible Agency Representative

\_\_\_\_\_  
 Date

PLEASE KEEP A COPY FOR YOURSELF, AND RETURN THIS ORIGINAL APPLICATION BY **MONDAY, AUGUST 15, 2016** TO:  
 Hampton Parks, Recreation & Leisure Services, 22 Lincoln Street, Hampton, VA 23661;  
 Fax to (757) 926-8313; or, email to [specialevents@hampton.gov](mailto:specialevents@hampton.gov)



## EXHIBITOR GUIDELINES

2016 HAMPTON BIKE WALK EVENT

CAROUSEL PARK

SATURDAY, SEPTEMBER 24, 2016, 8am-12noon

EXHIBITOR STANDARDS	All Exhibitors must be a <u>non-profit</u> community organization or group. <b>Exhibitors are NOT PERMITTED to sell merchandise, conduct fund-raising campaigns, take donations, collect fees or dues, or solicit money on behalf of their organization during the Event—booth spaces are for informational and community outreach purposes only.</b>
BOOTH SPACES & ELECTRICITY	Exhibitors will be given one (1) 10'x10' free exhibit space, and as many tables and chairs as requested by the organization for their booth. <b>Requests for electricity will only be considered from those Exhibitors who require electricity in order to operate their exhibit and who made a request on their application. Requests made on-site for electricity or equipment will not be honored.</b>
MANNING OF BOOTH SPACES	All Exhibitors must be prepared with sufficient supplies to display for the duration of the event and must preside over their exhibit at all times. Staff will not tent-sit for any reason due to liability. You may break down your exhibit at 12:00 noon; however, vehicles will not be permitted inside the event area until after the “pedestrian-all-clear” announcement is made.
SET-UP OF BOOTH SPACES	The Hampton Bike Walk Event will be held Saturday, September 24, 2016, 8:00 a.m. to 12:00 noon, and <b>Exhibitor set-up is from 6:00 a.m. – 8:00 a.m. Please check-in with a staff member upon arrival. ALL Exhibitors must be in place, set-up, and ready to operate no later than 7:45 a.m. Exhibitors arriving after 7:30 a.m. for set-up will not be permitted to drive into the festival area near booth spaces for unloading and instead must hand-carry in materials. Exhibitor booths MUST remain open and fully operational until the end of the festival at 12:00 noon.</b>
WEATHER	This Event is held rain-or-shine (notwithstanding dangerous weather conditions). <b>Exhibitors are urged to bring a tent/canopy to protect themselves and their exhibits during any adverse weather conditions.</b> For updated information about the festival during weather emergencies, the person(s) listed as your organization’s contact will be notified. You may also call (757) 272-8313 for up-to-date recorded information.
POLICIES & RIGHTS	It is the policy of Hampton Parks, Recreation & Leisure Services to include all participants regardless of race, color, national origin, sex, age, ethnicity, religion, political affiliation, or disability. Hampton Parks, Recreation & Leisure Services reserves the right to: <ol style="list-style-type: none"> <li>1. Review all displays throughout the Event to ensure that all rules are being followed;</li> <li>2. Not be responsible for any loss, theft, or damage;</li> <li>3. Refuse any exhibits considered unsuitable or inappropriate;</li> <li>4. Change space assignments if deemed necessary;</li> <li>5. Dismiss Exhibitors from the Event and exclude them from future events for failure to comply with Event rules and regulations; and,</li> <li>6. Cancel, postpone, or move the event due to unforeseen circumstances.</li> </ol>
QUESTIONS?	Call us! Hampton Parks, Recreation & Leisure Services, (757) 727-6348, open M-F 8-4:30 daily, or email <a href="mailto:specialevents@hampton.gov">specialevents@hampton.gov</a> anytime.